

**Baltimore Police Department  
and  
Department of General Services  
Response  
Case # 24-0026-I**



**Berke Attila**  
Director



**Brandon M. Scott**  
Mayor



**Richard J. Worley, Jr.**  
Police Commissioner

June 27, 2024

Ms. Isabel Mercedes Cumming  
Inspector General  
City of Baltimore  
100 N. Holliday Street, Suite 635  
Baltimore, Maryland

**Re: OIG Case 24-0026-I**

Dear Madam Inspector General:

This correspondence will serve as the official response to OIG Management Alert for case #24-0026-I regarding a complaint alleging fraud involving a WEX fuel card issued to a former employee. The Baltimore Police Department and the Department of General Services appreciates the thorough review by the Inspector General's Office of the above referenced complaint. We agree with your findings and your recommendations.

Accordingly, we will take the following steps to address this issue:

- BPD will conduct an inventory of all assigned WEX cards.
- BPD will compare its inventory with Workday to ensure that all members assigned cards are active employees and meet the prerequisites for having a WEX card.
- BPD will work with its HR unit to ensure Asset Management is made aware of any personnel changes, including (terminations, retirements, and transfers).
- BPD will compare its inventory of active WEX cards with the DGS Fuel unit active inventory.
- BPD will update its WEX card usage policy to reflect an annual inventory of active cards and reconcile any differences.
- BPD will update its equipment return forms to ensure that fuel cards and take-home vehicles are listed as items.
- DGS will update the SOP for the management of WEX Fuel Cards, including a specified turnaround time for agency card deactivation requests.
- DGS's Fuel Systems Supervisor will attend our standing BPD x Fleet Weekly Status meetings once a month and as needed to review the active WEX card inventory and make necessary changes.
- DGS will work with BPD and WEX to explore and implement an auto deactivation process for inactive cards.
- DGS will collaborate with BPD and WEX to explore and implement purchase limits on cards for both total monthly and individual transactions.

- DGS will generate a monthly report of all card purchases exceeding the vehicle tank capacity.
- DGS will coordinate with BPD to update DRIVER ID numbers annually.
- DGS will collaborate with BPD and WEX to explore the feasibility of setting up email alerts for card user spending behaviors such as incorrect fuel grade and off-hour purchases.
- DGS will collaborate with WEX to gain access to the “ClearView Snap” module and dashboard, enabling us to analyze data on highest spending drivers, irregular spending patterns, and spikes, thereby allowing us to identify anomalies and outliers.
- DGS will collaborate with WEX to gain access to the “Merchant Map” for BPD’s potential fuel savings opportunities. The WEX Merchant Map is a live map that displays the best and worst priced fueling locations near card users.

Should you have any additional questions or issues, please contact the Director of BPD’s Asset Management Section, Mr. Randolph Reynolds at (410) 913-8877. Thank you for bringing this issue to our attention so that we can take the remedial measures necessary to prevent future unauthorized purchases.

Sincerely,



Richard J. Worley, Jr.  
Commissioner  
Baltimore Police Department



Berke Attila  
Director  
Baltimore City Department of General Services

Cc: The Honorable Brandon M. Scott, Mayor, City of Baltimore  
Ebony M. Thompson, Esq., City Solicitor, City of Baltimore  
Faith P. Leach, Chief Administrative Officer  
Simone C. Johnson, Deputy City Administrator  
Matthew Neil, Deputy Inspector General, City of Baltimore  
Tianna Bond, Executive Assistant to the Inspector General, City of Baltimore  
Andrew R. Smullian, Esq., Deputy Chief of Staff, Baltimore Police Department  
Major Derek Loeffler, Office of the Police Commissioner, Baltimore Police Dept.